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MAR 9 1955

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: OTR Requirements for Instructor Personnel
From DDS Components

1. To enable the Office of Training to provide an adequate, well-rounded program of support training in its various courses, now and in the foreseeable future, additional full-time instructors are required as follows.

a. One junior Finance instructor.

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OTR now has a senior Finance instructor, Miss [REDACTED] who has been made available for a regular tour of duty. However, Finance training requirements have increased to the point that two qualified instructors will be required henceforth. The second person should have the following general qualifications: one tour of duty overseas; some college training in addition to Finance background; GS grade 7 to 11; and an interest in teaching.

b. One Logistics instructor.

There is increasing need for additional Logistics coverage in basic and in advanced and specialized courses. This requirement can best be met by the full-time assignment of one qualified Logistics instructor on a continuing basis. He should be at least a GS-11; should have had at least one tour of duty in the field; and should have an interest in training and ability to instruct.

c. One Personnel instructor.

Better coverage of the broad field of Personnel is needed than is now being provided through the system of occasional guest lecturers. One well-rounded Personnel generalist could meet a very real need in our management, supervisory, and administrative courses. He should have a broad competence in his field (equivalent to that of our senior Finance instructor); should, ideally, be experienced in both Headquarters and Field personnel administration; should be at least a GS-11; and have ability in teaching.

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d. One instructor in general administration.

Our need here is for a knowledgeable "jack-of-all-trades" who is familiar at the working level with a wide range of administrative procedures, e.g., travel, communications, etc. For example, one who has been Administrative Assistant [REDACTED] overseas, or Admin. Assistant to a Branch Chief in Headquarters, would have the working familiarity with a variety of administrative matters which we need to round out our administrative training capabilities. His grade could be from GS-7 to 12; and ideally he should have had both Headquarters and Field experience.

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2. The above represents our requirements for additional instructors, now and in the immediate future. As time goes on, and the Career Development interests of instructors involve rotational assignments to other duties, we will need replacements. Our requirements for replacements will be reported from time to time as they arise. For now, I wish to emphasize one important planning consideration: provision should be made for an overlap of three to six months in scheduling replacements, so as to enable the newcomer to receive necessary training and familiarization with the instructional requirements of the various courses before taking over teaching responsibilities.

3. The Office of Training will have a continuing need to call upon the various Offices to supply guest lecturers from time to time. Our relations with the Offices are good, and we get the services we need. However, the officers best qualified to represent their components are sometimes unavailable. Our need in this respect is for policy support, in the form of encouragement to the Offices to put their best foot forward in meeting OTR's occasional requests for speakers.

MATTHEW BAIRD

Director of Training

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